DAFIS Data Cleanup

A status report (percent complete) of these activities is due at each monthly FMC meeting.

ID	Task/Description	Comments/ Applicable Dates
Validate Commitment Records	Validate commitment records.	Use DAFIS COMLIST report. Compare with existing records and make necessary inquiries and adjustments.

Validate Unliquidated Obligations	Review undelivered orders and accrued expenditures unpaid. Review should include the following:
	
	• *Properly record accounts payable.* If you obtain a receiving report or an invoice for a previously recorded undelivered order, reverse the undelivered order and move the amount to accrued expenditures unpaid, using the appropriate MAC code to record the proper asset, if applicable.
	
	• *Review and cancel items not supported by the documentary evidence as required by P.L. 83-663, Sec. 1311.* Applicable general ledger accounts are:
	
	   48AC – Undelivered Orders PS&E
	   48AX – Undelivered Orders Unclassified
	   48DL – Undelivered Orders
	   48LA – Undelivered Orders Loan Administration
	   48LS – Undelivered Orders Loan Subsidy
	   21AA – Accounts Payable – Actual or Constructive Rec – Gov
	   21AB – Accounts Payable – Actual or Constructive Rec – Pub
	   21AF – Accounts Payable – Suspended Projects – Non-Gov
	   21AX – Accounts Payable Unclassified – Gov
	   21AY – Accounts Payable Unclassified – Pub
	   21CY – Contract/Grant Holdbacks
	   21DX – Accrued Interest Payable – Gov
	   21DY – Accrued Interest Payable – Pub
	   21ED – Other Accrued Liabilities – Unbilled Programs Payable – Constructive Rec – Non-Gov
	   21EK – Other Accrued Liabilities – Program Vouchers – Deferred Pending Susp Decision – Non-Gov
	   21EX – Other Accrued Liabilities Unclassified – Gov
	   21EY – Other Accrued Liabilities Unclassified – Pub
	   21LA – Accounts Payable Administration – Gov
	   21LS – Accounts Payable Subsidy – Gov
	   21SG – Accounts Payable Administration – Non-Gov
	   22AA – Accrued Funded Payroll and Benefits Civilian Pay – Pub
	   22AB – Accrued Funded Payroll and Benefits Military Pay – Pub
	   22AC – Accrued Funded Payroll and Benefits Employer's Contribution – Gov
	   22AE – Accrued Funded Payroll and Benefits Annual Leave – Non-Gov
	   22AF – Accrued Funded Payroll and Benefits Project Leave - Non-Gov
	   22BY – Accrued Funded Payroll and Benefits Coast Guard Military Leave
	   22XX – Accrued Funded Payroll and Benefits Coast Guard Jumps Accrued Pay
		Use DAFIS I-H reports. Compare with existing records and make necessary inquiries and adjustments.

Input Receipt Data	Input all receiving reports and contracting officers' acceptance.	
Complete Payments	Complete all payments for which an invoice has been received.	There should be no outstanding invoices on hand.
Contracts	Take aggressive action to complete existing contracts.	There should be no open contracts older than two years.
Accept Interoffice Transfers	Complete acceptance of IOTV's.	Use on-line IOTV inquiries to determine outstanding records.

DAFIS Data Cleanup

A status report (percent complete) of these activities is due at each monthly FMC meeting.

ID	Task/Description	Comments/ Applicable Dates
Reconcile Travel and Salary Advances	Reconcile travel and salary advances as well as undistributed advances.	Use DAFIS I-L report for travel advances. There should be no outstanding advances older than 30 days.
Complete Replenishment of Petty Cash	Complete replenishment of petty cash or accrual of petty cash receipts.	
Set Time Table for Cut off of Interfacing Systems	Set time table and notify all locally interfaced systems and local organizations of the time table for cutoff.	
Clearing Accounts	Cost out all charges and collections in accounts: *14BA* – Prepayments SIBAC/SLUC – Gov *19FC* – Undistributed Foreign Disbursement Clearing *14BC* – Prepayments SF-1081 Clearing Account *14BD* – Prepayments SF-224 Clearing Account *14AV* – Advances – Clearing Gov *14AW* – Advances – Clearing Non-Gov Transfer all charges and collections belonging to other accounting stations.	Use DAFIS I-Suspense report. Balances must equal zero in all of these accounts.
Undistributed Accounts	Inquire these accounts and determine if any undistributed balances exist. Research any undistributed balances and take action to distribute the amounts to the proper accounts. *14AK* – Undistributed Advances (Transfers-in) *19FA* – Undistributed Assets *19FH* – Undistributed Expenditures (Transfers-in)	Use DAFIS I-Suspense report. Balances must equal zero in all of these accounts.
Non-Current Account Receivable/Allowances	Examine accounts receivable balances to determine amounts not due within 12 months. Reclassify any amounts not due within 12 months as non-current. Reclassify any allowance amounts for any non-current receivables also. Non-current accounts: *13EY* – Accounts Receivable – Non-current *13GY* – Allowance for Loss – Non-current	See transaction codes 206, 222, and 226 to reclassify to non-current as necessary.
Reserves and Allowances	Examine balances in accounts: *13FY* – Allowance for Uncollectible Accounts *13MY* – Allowance for Uncollectible Loans Adjust balances as necessary.	Use DAFIS inquiry GL-HELP1 to identify transaction codes to use for account *13MY*. Use the Miscellaneous Accounts Receivable screen to adjust account *13FY*. Accounts Receivable menu Inquiry 26 lists all bills in account *13FY*.
Unapplied Deposits	Research and apply to proper account items in account: *24BC* – Liability for Unapplied Collections	Use DAFIS I-Suspense report. There should be no outstanding balances older than 30 days.
Deferred Charges and Credits	Examine amounts to determine if properly amortized. *14BY* – Prepayments Unclassified – Non-Gov *23BX* – Deferred Credits Unclassified – Gov *23BY* – Deferred Credits Unclassified – Non-Gov	Use DAFIS I-Suspense report.
Prior Year Obligations	For all appropriations with prior year balances, validate the balance. *48PY* – Downward Adjustment of Prior Year Obligations	Use transaction code 804 to make adjustments.
Vendor Data	Do the following cleanup on DAFIS T-16: Eliminate Duplicates. Ensure that every vendor has a Taxpayer Identification Number. Ensure that all vendor records comply with the attached naming conventions.	Provide Monthly Status (Percent Complete)

DAFIS Data Cleanup

A status report (percent complete) of these activities is due at each monthly FMC meeting.

ID	Task/Description	Comments/ Applicable Dates
Recurring Charge Master	Validate all records on the Recurring Charge Master.	Use DAFIS RCHG-TABLE report.
Coordinate Cross-Serviced Organizations	Coordinate all listed activities with organizations cross-serviced or by which your organization is cross-serviced.	Provide Monthly Status (Percent Complete)

DAFIS Data Cleanup

Naming Conventions - Vendor Names
Revised October 1999

All vendor names must be typed in uppercase format. Names should be spelled out in full with the following exceptions:

1. Initials - Companies that are known by the general public by their initials should be entered as such. (No spaces, no punctuation)

    Example: AT&T   IBM   ITT   MCI   UPS

    All other business names should be spelled out completely. Where more than one company uses the same initials, both companies' names should be written out.

2. "State, County, City, Country" vendors - First word should be the State, County, City's name. Spell the name out completely.

    Example:

Correct	Incorrect
COLORADO STATE TREASURER	TREASURER OF COLORADO
CANADIAN COUNTY COMMISSIONER	COMM. OF CANADIAN COUNTY
WASHINGTON CITY COUNCIL	CITY COUNCIL OF WASHINGTON

3. Remove all Punctuation for Commercial Vendors - Do not use periods, commas, parenthesis, or (semi) colons. It is OK, however, to use apostrophes to show ownership.

4. Enter an individual name - Enter last name first, followed by a commas, then first name and initial followed by a period.

5. No spacing in a person's last name - Hyphens may be used if necessary.

    Example:

Correct	Incorrect
MCDONALD	MC DONALD
CROSBY-NASH	CROSBY NASH OR CROSBY/NASH

6   Remove unnecessary words from beginning

    Example:

#	AND	IE	THE	OF
FOR	ALSO	% CARE OF	ATTENTION	GENDER WORDS
TITLES	BY			

Correct	Incorrect
SALVATION ARMY	THE SALVATION ARMY

7. Attention line - Always goes below the firms' name.
    Example: XEROX CORPORATION
                ATTENTION JOHN DOE

8. Utilize abbreviations or drop any incorporation designations - Drop the following if you can. If not, abbreviate:

CORP	CORPORATION
CO	COMPANY
INC	INCORPORATED
PLC	PUBLIC LIMITED COMPANY
LTD	LIMITED

DAFIS Data Cleanup

Addresses must be typed in uppercase format.

1. <u>Street Address</u> - Spelled out the name of the street completely. Abbreviate any secondary or directional information.

Example:	Correct	Incorrect
	6500 W WASHINGTON ST	6500 W WASH. ST

   See attached list of abbreviated designators.

2. <u>PO Box, Rural Route</u> - Use standard abbreviations, or write it out.
   Example:
   RURAL ROUTE 112
   PO BOX 223
   Combined   RR 112 PO BOX 223

3. <u>City Names</u> - Completely spell out all city names. Do not use punctuation. It is OK to abbreviate, Saint(ST), Mount(MT), and Fort(FT), but do not use periods.

   If a city name has a directional preceding it - Spell the direction out completely:

Example:	Correct	Incorrect
	EAST ST LOUIS	E ST. LOUIS

4. <u>State Names</u> - Use U.S. Postal standard two letter abbreviation.

5. <u>Country Names</u> - Spell out the proper country names completely.

Example:	Correct	Incorrect
	SOUTH KOREA	S. KOREA

6. <u>Telephone Numbers</u> - Should be entered as follow:

   <u>Within the United States:</u> Three(3) digit area code followed by seven(7) digit phone number and extension with a dash following the first 3 digits of the number.

   Example: | 405 | | 954-3604 1234 |

   <u>Outside the United States:</u> International dialing code and the area code should be entered in the first field with a space between the International dialing code and the area code, the seven(7) digit phone number and extension is entered in the second field.

   Example: | 044 305 | | 680-3456 1234 |

Here's how you would enter an address following all of these guidelines:

SMITH-JOHNSON, DAVID S.   DELL COMPUTER CORP
12345 E WASHINGTON PL   ATTENTION PURCHASING
MIAMI, FL 33132-1693   100 DELL WAY
UNITED STATES OF AMERICA   BOWIE, MD 20720-3474
                                     UNITED STATES OF AMERICA

DAFIS Data Cleanup

Common Unit Designators:

BLK	Block	STE	Suite	APT	Apartment
RM	Room	BLDG	Building	DEPT	Department
FL	Floor				

Common Street Designators:

AVE	Avenue	HBR	Harbor	BLK	Block
HWY	Highway	BKVD	Boulevard	JCT	Junction
CSWY	Causeway	PKY	Parkway	PO BOX (#)	Post Office Box
CT	Court	RD	Road	RR	Rural Route
CIR	Circle	COR	Corner	CTR	Center
DR	Drive	PL	Place	EST	Estate
RTE	Route	EXPY	Expressway	SQ	Square
FWY	Freeway	TERR	Terrace		

These designators are based on US Postal Service Guidelines.

<u>Naming Conventions - Vendor Names</u>

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    Example: AT&T IBM   ITT   MCI   UPS

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    Example: <u>Correct</u>   <u>Incorrect</u>

    COLORADO STATE TREASURER   TREASURER OF COLORADO
    CANADIAN COUNTY COMMISSIONER   COMM. OF CANADIAN COUNTY
    WASHINGTON CITY COUNCIL   CITY COUNCIL OF WASHINGTON

3. <u>Remove all Punctuation for Commercial Vendors</u> - Do not use periods, commas, parenthesis, or (semi) colons. It is OK, however, to use apostrophes to show ownership.

4. <u>Enter an individual name</u> - Enter last name first and any subscript (III, JR, SR), followed by a commas, then first name and initial followed by a period.

    Example: <u>Correct</u>   <u>Incorrect</u>
    RICE SR, RICHARD T.   RICHARD T. RICE SR

5. <u>No spacing in a person's last name</u> - Hyphens may be used if necessary.

    Example: <u>Correct</u>   <u>Incorrect</u>
    MCDONALD   MC DONALD
    CROSBY-NASH   CROSBY NASH OR CROSBY/NASH

6   <u>Remove unnecessary words from beginning</u>

    Example: #   AND   IE   THE   OF
                 FOR   ALSO   % CARE OF   ATTENTION   GENDER WORDS
                 TITLES   BY

                            <u>Correct</u>   <u>Incorrect</u>
                 SALVATION ARMY   THE SALVATION ARMY

7. <u>Attention line</u> - Always goes below the firms' name.
    Example: XEROX CORPORATION
                     ATTENTION JOHN DOE

8. <u>Utilize abbreviations or drop any incorporation designations</u> - Drop the following if you can. If not, abbreviate:

    CORP   CORPORATION

CO	COMPANY
INC	INCORPORATED
PLC	PUBLIC LIMITED COMPANY
LTD	LIMITED

9.   <u>Vendors with multiple addresses and the same tax identification number</u> – These vendor names stay the same on the T16 table. Modify the format of the names and addresses as indicated in this document. During conversion the one header is created (name on the T16 table) and the multiple vendor sites are created.

10.   <u>Vendors with multiple addresses and different tax identification number</u> – Change vendor names to be unique on T16 table. Modify the format of the names and addresses as indicated in this document. During conversion different headers are created for each vendor with a different tax identification number.

11.   <u>Department of Defense vendors</u> – Enter DOD and a space preceding the name of the Department of Defense vendors.

<u>Correct</u>	<u>Incorrect</u>
DOD DEPARTMENT OF ARMY	DEPARTMENT OF ARMY

12.   <u>Foreign Vendors</u> – Enter the Vendor-SSN from T16 table as the tax identification number for foreign vendors (vendor type 8 & 9).

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CSWY	Causeway	PKY	Parkway	PO BOX (#)	Post Office Box
CT	Court	RD	Road	RR	Rural Route
CIR	Circle	COR	Corner	CTR	Center
DR	Drive	PL	Place	EST	Estate
RTE	Route	EXPY	Expressway	SQ	Square
FWY	Freeway	TERR	Terrace		

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